

City of Signal Hill 2011-2012
Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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Reporting Year 2011-2012

I. Program Management

A. Permittee Name: City of Signal Hill

B. Permittee Program Supervisor: Steve Myrter

Title: Director of Public Works

Address: 2175 Cherry Ave

City: Signal Hill

Zip Code: 90755

Phone: 562 989-7351

Fax: 562 989-7393

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The NPDES Program is implemented through the Department of Public Works. Training is held on a regular basis for employees in order to educate them on NPDES issues and to help facilitate coordination of the different departments involved in program implementation. The SQMP has been implemented and is available to all departments for review.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Public Works	2
2. Industrial/Commercial Inspections	Public Works	2
3. Construction Permits/Inspections	Building/Planning	2
4. IC/ID Inspections	Public Works	2
5. Street sweeping	Contractor	Contractor
6. Catch Basin Cleaning	Contractor	County of LA
7. Spill Response	Public Works	2
8. Development Planning (project/SUSMP review and approval)	Planning	2
9. Trash Collection	Contractor	1

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

Training for employees is conducted annually. Training materials and employee lists are attached. The most recent training sessions were conducted on 2/22/2012 and 6/18/2012.

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

The majority of stormwater activities are funded though the General Fund. An additional fee has been assessed on trash collection to help offset the costs associated with the Trash TMDL. Plan review fees are assessed for plans requiring SWPPP or SUSMP reviews.

2. Are the existing financial resources sufficient to accomplish all required activities? (Resources have been sufficient to date) Yes ☒ No ☐

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

The Catch Basin retrofit Grant was reported last year.

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TABLE 2

Program Element	Expenditures in Fiscal Year 2011-2012	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	\$12,500	\$146,000
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	\$10,000 Included above	\$84,700
3. Industrial/Commercial inspection/ site visit activities	\$0	\$48,000
3. Development Planning	\$24,000	\$109,000
4. LID Program Development	\$5,000	
5. Development Construction a. Construction inspections	Included Above	Included above
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Other (Hamilton bowl Trash Reduction Project f. Pet Waste Stations g. Enhanced Corridor and alley clean-up and (Cherry Willow) h. Weekly bus stop maintenance i. Industrial Waste/FOG j. CPS & ARS Screen inserts	\$34,000 \$150,392 See 6a above Cost through vendor \$20,000 \$8,800 \$42,000 \$30,423 \$40,000 See item 6a	See item 6f. \$840,000 \$12,000 \$N/A \$783,000 \$33,700 \$17,280 \$138,000 \$142,900 \$164,700 \$172,000
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	\$8,500	\$51,100
7. Monitoring CMP	TMDL Monitoring \$5,000	by Los Angeles County & City
9. Other (TMDLs)	\$100,000	unknown at this time
10. TOTAL	\$490,618	>\$4,320,600

List any supplemental dedicated budgets for the above categories:

Dedicated funds for the following: Participation with LA County Monitoring Program (\$5,000); LA River metals TMDL (\$22,000); and Los Cerritos Channel TMDL Study (\$17,000)

List any activities that have been contracted out to consultants/other agencies:

Site Inspections, response to reports of illicit discharges/connections and enforcement activities as well as other tasks are handled by a consultant.

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II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☒ No ☐
- C. Describe the status of developing a local SQMP in the box below.

Using the countywide SQMP as the basis for the NPDES program, the City has tailored individual items to better reflect the needs of the municipality. The SQMP is available at the Public Works Department for reference.

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, which your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

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Trash Capture Unit (Fresh Creek Netting System and Linear Radial Systems) at Hamilton Bowl, CPS and ARS trash capture systems in both County and City owned catch basins.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? Los Angeles River.
Signal Hill was again elected as Chair of the LARWMC for 2011-12.
2. Who is your designated representative to the WMC?
John L. Hunter and Associates (Consultant)
3. How many WMC meetings did you participate in last year?
All
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The Watershed Management Committee meetings offer a networking outlet for cities to exchange ideas, and offer new and unique perspectives in stormwater management.

5. Attach any comments or suggestions regarding your WMC.
None at this time.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

N/A

2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

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G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

None at this time

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

None at this time

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IV. Special Provisions (Part 4)

A. Public Information and Participation (Part 4.B)

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

a) How many storm drain inlets does your agency own? 42

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year?

0 - Completed in a previous reporting year.

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 42

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A

d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? None, there are no public access points to creeks, channels or water bodies.

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

N/A

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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☐ No ☒
- b) If so, what is the number? N/A
- c) Is this information listed in the government pages of the telephone book? N/A
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year?
The County maintains these records.
- g) Describe the process used to respond to hotline calls.

Upon receipt of a complaint, the city assigns the call to an inspector who generally responds within 24 hours of receipt of the call and an investigation is opened if necessary. A flow chart further describing response procedures has been provided with a previous year's report.
- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? N/A Yes ☐ No ☐
 If not, when is this scheduled to occur? N/A

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

Not applicable

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- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
- How many Public Outreach Strategy meetings did your agency participate in last year? 4
- Explain why your agency did not attend any or all of the organized meetings.

All were attended.

Identify specific improvements to your storm water education program as a result of these meetings:

The City received updates from the county and would consider those into making outreach planning in the upcoming fiscal year.

List suggestions to increase the usefulness of quarterly meetings:

No suggestions at this time.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

Not applicable.

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- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media?

The ongoing Mayor's Cleanup Campaign was conducted throughout the year and the event information was advertised on the local newspaper "Signal Hill Tribune" which is published weekly with 25000 copies circulated in the Long Beach neighborhoods of Bixby Knolls, California Heights, Los Cerritos, Wrigley Heights and the city of Signal Hill.

In addition, 3000 copies of utility bill insert addressing the first rain flush prevention were developed and mailed via city's water bill to all resident and business accounts in October before the rain event.

- d) Describe efforts your agency made to educate local schools on storm water pollution.

The city participated in a co-op environmental message calendar and distributed such calendars to local schools. The calendar contains stormwater pollution prevention message, as well as city's used oil program and recycling centers. The message would sustain all year long.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☒
If not, explain why.

Not applicable

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

Not applicable

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For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

Not applicable

If no target has been developed, explain why and describe the status of developing a target.

Not applicable

What is the status of meeting the target by the end of Year 5?

Not applicable

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4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

The City participated in local events to bring the message to local residents and businesses. In addition, local animal hospitals and pet related businesses are part of the pollutant specific outreach venues for material distribution. Banfield Animal Hospital, Circle pet & tropical fish center, Petco, Blue Cross Veterinary Hospital and Signal Hill Animal Hospital were visited and given pet waste tip cards and environmental programs calendars for display in December 2011. Four local elementary schools were visited and provided with calendars during the same time. Outreach mailers were also sent to local businesses, including restaurants regarding programs' Best Management Practices.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

Not applicable

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b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? Not applicable

c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? Not applicable

d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)?

The city continues to implement its restaurant outreach program on an annual basis. The program consists of annual outreach to all restaurant owners through a mailer that targets all restaurants with an emphasis on sidewalk, patio and parking lot cleaning and maintenance. 28 restaurants were reached with a mailer in June this year.

Yes ☒ No ☐

If not, describe measures that will be taken to fully implement this requirement.

Not applicable

e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☒ No ☐

If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

The city continues to assist businesses to better understand the stormwater program and BMPs through its site visit program. "A Business Guide to Stormwater Pollution Prevention" brochures continues to be displayed at the city's business licensing department for business applicants (new and renewed) this reporting period. In addition, in order to keep businesses informed about the stormwater requirements, the same brochures were mailed to businesses based on the inspection database as a reminder for proper BMPs compliance.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐

How many media outlets were contacted? City channel

Which newspapers or radio stations ran them?

The city channel and the Signal Tribune.

Who was the audience?

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General public.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐
 Estimated dollar value/in-kind contribution:
 \$1,500 on December 2011
 Type of media purchased: N/A
 Frequency of the buys: N/A
 Did another agency help with the purchase? Yes ☐ No ☒
8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☒ No ☐
 If so, describe the type of advertising.

The city has already successfully developed and sustained a Point-of-Purchase program through a partnership with local businesses, where materials such as brochures, have been distributed to its customers. About 500 stormwater pollution prevention impressions were made via Point-of-Purchase effort during this reporting period.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐
 Describe the materials that were distributed:

Annual environmental programs calendars, educational brochures, doggie bags, bookmarks and fliers, etc.

Who were the key partners? Library, POP businesses.
 Who was the audience (businesses, schools, etc.)?

General public, students and library goers.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐
 How many events did you attend? 1

The stormwater pollution prevention program was presented at the city's National Night Out event on 8/2/2011, More than 100 residents were reached and educated on the stormwater program.

11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐
 If so, what is the address? <http://www.cityofsignalhill.org/>

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12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐

Do you feel that behaviors have changed? Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Through interaction during event attendance, it has been determined that the community's awareness of stormwater pollution continues to grow.

13. How would you modify the storm water public education program to improve it on the City or County level?

No modifications recommended at this time.

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B. Industrial/Commercial Facilities Program (Part 4.B)

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory? Yes ☒ No ☐

Comments/Explanation/Conclusion:

The Critical Sources Inventory is a fluid document whose numbers change as businesses move in and out of the City, or SIC codes that are unreported or incorrectly reported are entered into the proper category. The Critical Sources Inventory Database is updated in two ways:

1. Updates are made from the business license database once per year as part of the NPDES annual report process.
2. Inspectors make updates on a continuous basis, from observations made in the field, (i.e. a new business moving in an old location, a business no longer at a location etc...).

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Restaurants	N/A – There is currently no reporting cycle. 31 at the start of Cycle 2.	1* (approximately 70 inspections during Industrial Waste visits)	100% (Completed during previous reporting cycle)	48
Automotive Services	N/A – There is currently no reporting cycle. 58 at the start of Cycle 2.	7* (approximately 80 inspections during Industrial Waste visits)	100% (Completed during previous reporting cycle)	141
Ind./Comm.	N/A – There is currently no reporting cycle. 146 at the start of Cycle 2.	8* (approximately 50 inspections during Industrial Waste visits)	100% (Completed during previous reporting cycle)	369

Comments/Explanation/Conclusion:

*Inspected as a result of an investigation.

Due to the extension of the permit, only inspections were conducted as a result of an investigation this reporting year. 100 % of facilities on the most current inspection list have been inspected. All inspections for Cycle 2 were completed prior to the December 12, 2006 deadline. All critical sources will be inspected at the beginning of the next permit or if deemed necessary.

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3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Restaurants	1*	0	0%	1	N/A (There is currently no reporting cycle).	Conducted by Los Angeles County Health Dept.	Conducted by Los Angeles County Health Dept.	Conducted by Los Angeles County Health Dept.	47	2
Automotive Services	7*	0	0%	7	N/A (No current reporting cycle). 40 were inspected during Cycle 2.	N/A (No current reporting cycle). 28 were adequately implementing BMPs in Cycle 2.	N/A (No current reporting cycle). 70% were adequately implementing in Cycle 2.	N/A (No current reporting cycle). 18 were required to upgrade in Cycle 2.	91	60
Ind./Comm.	8*	0	0%	8	N/A (No current reporting cycle). 123 were inspected during Cycle 2.	N/A (No current reporting cycle). 113 were adequately implementing BMPs in Cycle 2.	N/A (No current reporting cycle). 91% were adequately implementing BMPs in Cycle 2.	N/A (No current reporting cycle). 29 were required to upgrade in Cycle 2.	268	119

*Inspected as a result of an investigation.

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Comments/Explanation/Conclusion: See above explanation.

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal Warning	4	N/A (No current reporting cycle).53 facilities were issued enforcement actions in Cycle 2.	4	N/A (No current reporting cycle).7 facilities were reinspected due to enforcement in Cycle 2.	4	N/A (No current reporting cycle). 53 were brought into compliance in Cycle 2.	90
Written	12	N/A (No current reporting cycle). 9 were issued enforcement actions in Cycle 2.	12	N/A (No current reporting cycle). 7facilities were reinspected due to enforcement in Cycle 2.	12	N/A (No current reporting cycle).6 were brought into compliance in Cycle 2.	45

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Facilities by category	Number of Warning letters	Number of NOV's	Number of Referral	Number of Other (Verbal Warnings for Minor Corrections)
Restaurants	0	1	0	0
Automotive Services	0	6	0	1
Ind./Comm.	0	5	0	3
Comments/Explanation/Conclusion:		Our inspectors work with businesses to bring them into compliance using friendly, non-threatening methods. Only when these methods do not bring about the desired results is a formal enforcement action begun.		

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒Somewhat Effective ☐Non-effective ☐

Comments/Explanation/Conclusion:

Through the City's Industrial Waste Program, many aspects of the current NPDES program have been enforced since 1985. As inspectors conduct IW/FOG inspections, NPDES violations are noted and proper enforcement actions are taken. The City also continues to promptly respond to all complaints/observations of illicit discharges. Knowledge of the NPDES program has continued to rise during this past reporting year, with greater cooperation from business owners, employees, and private citizens in maintaining a cleaner environment, and complying with stormwater regulations.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

Los Angeles County has informed us that they are not accepting this information at this time.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐

Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.

Projects falling under the CEQA guidelines are reviewed and, where appropriate, incorporated into the city's SUSMP program. Form P1, which incorporates these concerns, has been provided with a previous report.

2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
- a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
- b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
- c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
- d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐

3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

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4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

This task of performing this study is assigned to LA County as the Principal Permittee.

5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐
6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

All projects, meeting the criteria necessitating a SUSMP, are referred to the Public Works Department for review.

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7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?
- | | |
|---|---|
| a) Residential | 1 |
| b) Commercial | 4 |
| c) Industrial | 1 |
| d) Automotive Service Facilities | 0 |
| e) Retail Gasoline Outlets | 0 |
| f) Restaurants | 0 |
| g) Parking Lots | 0 |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) Total number of permits issued to priority projects | 6 |
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 31%
9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The city municipal code and plan review procedures were upgraded prior to the 2003 deadline.

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0-4
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

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N/A

13. Did your agency update any of the following General Plan elements in the past year?

a) Land Use Yes ☐ No ☒

b) Housing Yes ☐ No ☒

c) Conservation Yes ☐ No ☒

d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

This task was accomplished in a prior reporting period.

14. How many targeted staff were trained last year? 26
15. How many targeted staff are trained annually? 26
16. What percentage of total staff are trained annually? 90-100%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? N/A
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

LA County has been tasked with development the technical siting manual. Until such time as the technical siting manual is officially released, the City will continue to distribute guidelines & pamphlets to developers. These materials were developed by the City during a previous reporting period.

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D. Development Construction Program (Part 4.E)

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

Projects of greater than one acre are required to submit a (L)SWPPP or equivalent document prior to plan approval. All contractors are required to sign permit forms requiring the implementation of BMP'S appropriate to the project. Every year before the rainy season, a notice is sent to owners, contractors, and developers reminding them that their erosion control BMPs should be in place and well maintained. Please see attached Erosion Control documents.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP
A template (L)SWPPP form has been provided in a previous reporting period and is attached.

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

For all projects meeting criteria necessitating a Notice of Intent, contractors must provide a WDID number or other proof of NOI submittal prior to any permits being issued.

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 2
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 2
7. How many building/grading permits were issued to construction site less than one acre in size last year? 973
8. How many construction sites were inspected during the last wet season? 50
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	6	<0.1%	6	0
Off-site discharge of other pollutants	0	0	0	0
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	0	0	0	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

For minor incidents that require only a simple correction (i.e. picking up trash, keeping dumpster lids closed, replacing sandbags) a verbal warning is given and a follow-up inspection is completed. For significant violations, (i.e. concrete washing to storm drain, excess sediments and aggregates discharging to storm drain) a written notice of violation is sent with follow-up inspections conducted over the life of the project to ensure compliance. In addition, a Stop Work order is issued until erosion control requirements are met. Please see attached Erosion Control documents.

11. Describe the system that your agency uses to track the issuance of grading permits.

All permits, for sites 1 acre or greater, are forwarded to the Public Works Department for entry into a tracking database.

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E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
(only applicable to agencies that own and/or operate a sanitary sewer system)
 - a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? N/A – See b) below
 - b) How many sanitary sewer overflows occurred within your jurisdiction?
 The City of Signal Hill has transferred ownership and maintenance responsibility of the sewer collection system to the Los Angeles County Sanitation Districts. The Districts record and report sewer overflows separately.

0
 - c) How many did your agency respond to? N/A – See b) above
 - d) Did your agency investigate all complaints received? N/A
 - e) How many complaints were received? N/A
 - f) Upon notification, did your agency immediately respond to overflows by containment? Standard policy is to assist as appropriate
 - g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4?

N/A
 - h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4?

N/A

If so, describe the program:

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An inspector responds to all complaints, leaks, or spills from the sewer system within 24 hours (usually less than 20 minutes). The County Sanitation Districts is notified of the spill as necessary, and any other appropriate agencies are notified. The city has an ongoing Industrial Waste program with an active inspection program. Mailers and BMP flyers have been used to encourage businesses and residents to take preventative measures to keep the sewer system free of fats, oils and grease.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐
If so, describe the program:

The City has a long running Industrial Waste program which, as part of routine operational procedures, addresses the issues listed above.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit? %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

No Public construction sites over 5 acre

- c) What is the total number of active public construction sites? 4
How many were 5 acres or greater in size? 0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

A pollution prevention plan was prepared during a previous reporting period.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

Inspections are conducted on a random basis, at a minimum of once annually to ensure that the good housekeeping practices covered in training sessions are being properly implemented. Vehicle repair is conducted in covered bays, and all materials (waste or otherwise) are kept indoors. All vehicle washing is conducted in a designated wash bay that drains to a clarifier and then to the sanitary sewer.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐
If not, what is the status of implementing this requirement?

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N/A

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above?

0 – City yard is already properly equipped.

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

Training of employees in appropriate uses, proper application procedures, and correct disposal, for pesticides, herbicides, and fertilizers is conducted on a routine basis. City staff that are involved with the application of pesticides have qualified application licenses. In addition, all landscaping contractors must be "certified applicators".

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Applications are scheduled based on irrigation times to prevent runoff. Weather reports are consulted to determine if a significant chance of a rain event is predicted, and if necessary the application will be rescheduled.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

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N/A

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? 100%
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The City has an ordinance titled "Water Conservation in Landscaping".

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- | | |
|-------------|----|
| Priority A: | 0 |
| Priority B: | 1 |
| Priority C: | 41 |

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- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

The City continues to work in conjunction with the City of Long Beach, and the County of Los Angeles, on a regional trash BMP which includes full capture devices at Hamilton Bowl, a flood control basin that is used as a recreational sports fields.

The City has installed 134 Full Capture certified CPS in catch basins. Additionally, 105 ARS trash screens were installed in 105 of these catch basins.

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- e) How many times were all Priority A basins cleaned last year? N/A
- f) How many times were all Priority B basins cleaned last year? LA County has this information
- g) How many times were all Priority C basins cleaned last year? LA County has this information
- h) How much total waste was collected in tons from catch basin clean-outs last year?
 The City participates in the L.A. County catch basin cleaning program. Los Angeles County will have this information
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.

 Los Angeles County maintains these records as part of their catch basin cleaning program. However a list of City owned Catch Basins, their locations and prioritization has been provided in a previous reporting period.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year? 5
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
 - (2) Arrange for temporary screens to be placed on catch basins? Yes ☐ No ☒
 - (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☐ No ☒

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- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
What percentage of stencils were legible?
Re-stenciling is automatically conducted as needed by the cleaning contractor. 100%
- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection?
yes
- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection?
N/A – The City does not own any open channels. N/A
Is the prioritization attached?
N/A – See above
- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐
What changes have been made?

Appropriate BMP's are enacted for all activities conducted that may affect storm water quality.

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season?
The city does not own any open channels. N/A
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

The County of Los Angeles has been contracted to perform catch basin clean outs.

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s) Where is removed material disposed of?

L.A. County is responsible for proper disposal of materials removed during catch basin cleaning.

6. Streets and Roads Maintenance

a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

(1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐

(2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐

(3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month?
They are swept weekly. Yes ☒ No ☐

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many? N/A

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8. Public Industrial Activities Management
- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001?
The city does not operate any facilities that require coverage under the GIASP. Yes ☐ No ☒
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐
9. Emergency Procedures
- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Standard Operating Procedures
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? N/A
10. Feasibility Study
- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer?
None applicable Yes ☒ No ☐

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F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.). See Attached
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

L. A. County has taken the lead in developing a baseline map that shows the locations of all illicit connections/discharges. The information requested for this project was forwarded to Los Angeles County in December 2011.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

Routine inspections of critical sources are conducted, and illicit connections/illicit discharges, and potential violations are actively looked for. Complaints, received from private citizens or businesses, are responded to and an investigation is launched within 24 hours of receipt of the complaint. If indicated, verbal warnings are given, or Notices of Violations are sent, and follow up inspections are conducted to ensure compliance. If warranted after several attempts at ensuring compliance, fines may be assessed. An investigation is closed after 3 continuous months with no further discharges observed. A flow chart has been provided in a previous reporting period that further describes the enforcement process.

4. Describe your record keeping system to document all illicit connections and discharges.

Records of inspections, investigations, and complaints, with all pertinent information regarding the illicit connection or illicit discharge (i.e. pictures, witnesses, contact information, investigation report etc...) are kept on an electronic database for reference.

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5. What is the total length of open channel that your agency owns and operates? 0
6. What length was screened last year for illicit connections? N/A
7. What is the total length of closed storm drain that your agency owns and operates? 0.25 mi.
8. What length was screened last year for illicit connections? Completed in FY 2005-2006
9. Describe the method used to screen your storm drains.

Closed storm drain was screened using CCTV.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	N/A	N/A	N/A	N/A	N/A
02/03	0	0	N/A	N/A	N/A	N/A	N/A
03/04	0	0	N/A	N/A	N/A	N/A	N/A
04/05	1	1	1	N/A	N/A	N/A	N/A
05/06	0	0	N/A	N/A	N/A	N/A	N/A
06/07	0	0	N/A	N/A	N/A	N/A	N/A
07/08	0	0	N/A	N/A	N/A	N/A	N/A
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	0	0	0	0	0	0	0
11/12	0	0	0	0	0	0	0

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11. Explain any *other* actions that occurred in the last year.

N/A

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

Less
than 24
hours

- a) Were all identified connections terminated within 180 days? N/A

- b) If not, explain why.

N/A

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	6	6	0	0	0	0	0
02/03	10	5	5	0	0	0	0
03/04	8	7	1	0	0	0	5
04/05	6	5	0	0	0	0	6
05/06	0	0	0	0	0	0	0
06/07	7	7	0	0	0	0	0
07/08	7	7	0	0	0	0	6
08/09	4	4	1	0	0	0	0
09/10	10	10	0	0	0	0	10
10/11	14	14	0	0	0	0	14
11/12	16	15	1	0	0	0	12

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14. What is the average response time after an illicit discharge is reported? Less than 1 hour
- a) Did any response times exceed 72 hours? Yes ☐ No ☒
- b) If yes, explain why.
- N/A
15. Describe the your agency's spill response procedures.
- An inspector is dispatched to the scene as soon as possible. Upon arrival, the inspector determines the extent of the spill and if any other agencies need to be contacted (i.e. LA County Hazmat). The inspector will contact necessary agencies and arrange for proper clean-up. Containment is initiated immediately by the city's public works department wherever possible. Dischargers are issued a notice of violation where appropriate. A flow chart has been provided in a previous reporting period that further outlines the spill response procedure.
16. What would you do differently to improve your agency's IC/ID Elimination Program?
- The program is working effectively at this time and no changes are deemed necessary.
17. Attach a list of all permitted connections to your storm sewer system.
The city does not "permit" connections to the storm drain system

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V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

Mass emission monitoring has been conducted by L.A. County, and CMP monitoring has been by conducted by the City of Los Angeles.

VI. Assessment of Program Effectiveness

A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:

1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;

The City of Signal Hill continues to implement all permit requirements as required to maintain complete compliance with the permit. There are many city entities involved in the implementation of the NPDES program. In addition, the City continues to collaborate with outside agencies in order to mitigate stormwater pollution to the maximum extent.

2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;

Weekly meetings/briefings are held with the City's Stormwater consultant and City Staff to review ongoing developments and future tasks, and evaluate the effectiveness of the NPDES program. Annual inspections of City facilities and training sessions ensure that good housekeeping measures are being implemented and staff is aware of NPDES issues.

3. A summary of the strengths and weaknesses of your agency's storm water management program;

The City is taking a proactive stance on implementing all of the elements required by the NPDES Permit. The City invests a great deal of time and energy into public education. Awareness about the program has grown, and there has been an excellent response and cooperation from the public in doing their part to prevent stormwater pollution.

4. A list of specific program highlights and accomplishments;

The City of Signal Hill, in a joint venture with the City of Long Beach, and the County of Los Angeles has implemented the Hamilton Bowl regional trash BMP project. The City of Signal Hill has also adopted a Citywide

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Water Conservation Ordinance which it anticipates will reduce the amount of nuisance irrigation runoff.

5. A description of water quality improvements or degradation in your watershed over the past fiscal year;

Information is reported by the various TMDL groups

6. Interagency coordination between cities to improve the storm water management program;

The City continues to work with other agencies to maintain a high level of regional cooperation in regards to stormwater quality solutions.

The City is the Chair of the Los Cerritos Metals TMDL Technical committee.

The City is Co-chair of the Los Angeles River Metals TMDL Technical committee for Reach 1.

The City is also active in the Los Angeles River Steering committee.

The City has been chairing the Los Angeles River Watershed Management Committee for the past 4 years.

7. Future plans to improve your agency's storm water management program;

The City of Signal Hill will continue to work with other agencies to promote effective and economic approaches to stormwater quality management.

8. Suggestions to improve the effectiveness of your program or the County model programs.

No Suggestions at this time

- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.

10

- C. List any suggestions your agency has for improving program reporting and assessment.

None at this time